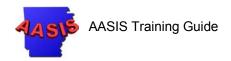




Business Warehouse Reporting Appropriation Summary Report

- ✓ Click on Workbooks icon
- ✓ Locate the folder titled: Business Warehouse Folders Only and then locate the Biennial Cost Center Budgeting folder
- ✓ Double click on Appropriation Summary
- ✓ Place cursor in cell "A1" of worksheet
- ✓ Click on the refresh icon in the SAP Business Explorer toolbar
- ✓ Click "Yes" to refresh the queries
- √ Fill in Fiscal Year (2004)
- √ Fill in Previous Year (2002)
- √ Fill in Business Area
- ✓ Fill in Funds Center (for a single funds center fill in the funds center, for more than one funds center, click the Multiple Selection yellow arrow and on the Single Val tab, enter the funds center numbers)
- ✓ Fill in Fund (optional)
- ✓ Fill in Previous Fiscal Year (2002)
- ✓ Check query selections by clicking on scales
- ✓ Click the Execute icon or press F8 to execute the query
- ✓ Report will be formatted to print on letter size paper. DO NOT MAKE ANY FORMATTING CHANGES TO THIS REPORT BEFORE YOU SAVE IT TO YOUR AGENCY'S BW FOLDER.
- ✓ Click on blue save icon in the BW toolbar
- ✓ Click on "Save as a New Workbook"





Business Warehouse Reporting Appropriation Summary Report

- ✓ Scroll down to your Agency folder
- ✓ Click on the 2003-05 folder within your agency folder
- ✓ Type the report name in the "Description" box
- ✓ Click OK

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM **Biennial Appropriation Summary**

AR STATE LIBRARY 0519

Agency Name Agency Code Appropriation Name Appropriation Code Fund Name Fund Code Library-State Oprs 054 St Lib Acct-State EPA0100

				Agency Request																
Commitment Item		2001-02		2002-	2002-03		03			2003	-04			2004-05						
Name	Code	Actual	# of Pos.	Budget	# of Pos.	Authorized	# of Pos.	Base Level	# of Pos.	Change Level	# of Pos.	Total	# of Pos.	Base Level	# of Pos.	Change Level	# of Pos.	Total	# of Pos.	
Regular Salaries	5010000	1,523,380	42	1,531,843	42	1,542,769	42	1,571,671	42	78,681	3	1,650,352	45	1,612,534	42	80,725	3	1,693,260	45	
Extra Help	5010001	8,837	7	10,000	7	10,000	7	10,000	7	0	0	10,000	7	10,000	7	0	0	10,000	7	
Pers Serv Match	5010003	380,845	0	396,471	0	399,834	0	392,918	0	22,360	0	415,278	0	403,133	0	22,709	0	425,842	0	
Operating Expenses	5020002	1,023,786	0	1,113,405	0	1,200,000	0	1,113,405	0	15,363	0	1,128,768	0	1,113,405	0	16,903	0	1,130,308	0	
Conf Fees & Travel	5050009	1,006	0	552	0	5,000	0	552	0	9,168	0	9,720	0	552	0	9,168	0	9,720	0	
Prof Fees & Services	5060010	0	0	0	0	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	
Capital Outlay	5120011	12,000	0	0	0	36,500	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total		2,949,854	49	3,052,271	49	3,204,103	49	3,088,546	49	125,571	3	3,214,117	52	3,139,624	49	129,506	3	3,269,130	52	

Funding Sources																	
Name	Code																
General Revenue	4000010	2,949,854 ************************************	3,052,271	******	*********	******	3,088,546	*******	125,571	******	3,214,117	3,139,624	******	129,506	******	3,269,130	*******
Grand Total		2,949,854 ************************************	3,052,271	******	******	********	3,088,546	******	125,571	*******	3,214,117 ***********************************	3,139,624	******	129,506	******	3,269,130	*********